

REPORTS INVENTORY						CONTROL NO. A&RC - 4	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
						X STATISTICAL NARRATIVE MACHINE-NAME LISTING	
RECORD OF HOLDINGS							
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		X ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
4*		Quarterly				43	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		YES		IF YES GIVE ADP PROCESSING NO.			
AM Print Out		X NO				Chief, Records Administration Branch	
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Archives and Records Center				Daily Work Sheets from Sections Tab Cards			

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

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GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-7	4.80		2		9.60		280		Charged to Monthly Reports
GS-11	6.87		4		27.48		4		\$ 109.92
GS-11	7.25		80		580.00		4		2,320.00
GS-5	3.46		4		13.84		4		55.36

B. COSTS OF COMPUTER PRODUCED REPORTS

B. COSTS OF CONCRETE PROPOSED REPAIR				
TOTAL COSTS PER YEAR				\$ 2,485.28

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is distributed to the Records Officers in all Components. It was started in July 1968 when the purge started, and most components were not aware of the jobs in the Records Center.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT RETAIN AS IS <input type="checkbox"/> OTHER (explain) CHANGE DISCONTINUE		ESTIMATED SAVINGS MAN-HOURS DOLLARS	
16. DATE OF INVENTORY STAT 10/7/70 FORM 210		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070026-2 [Redacted] D/Chief A&RC Classification	
		18. EXTENSION [Redacted] 22-26-43	

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1. The original is retained by the A&RC for one year.
2. One copy is used by A&RC/Disposition Section as a work copy and is destroyed when new list is printed.
3. One copy is separated by Directorate and distributed to the Directorate Records Officer.
4. One copy is separated by Office or Staff and distributed to the appropriate Records Officer.